Submitting a Payment Request Form

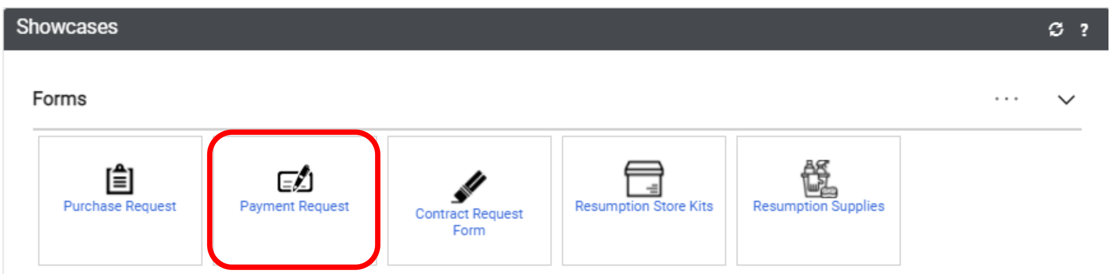
What is a Payment Request form?

A payment request form is used to process payment for situations where the supplier will not send a traditional invoice. These include, but are not limited to, Honorariums, stipends, guest speakers, etc.

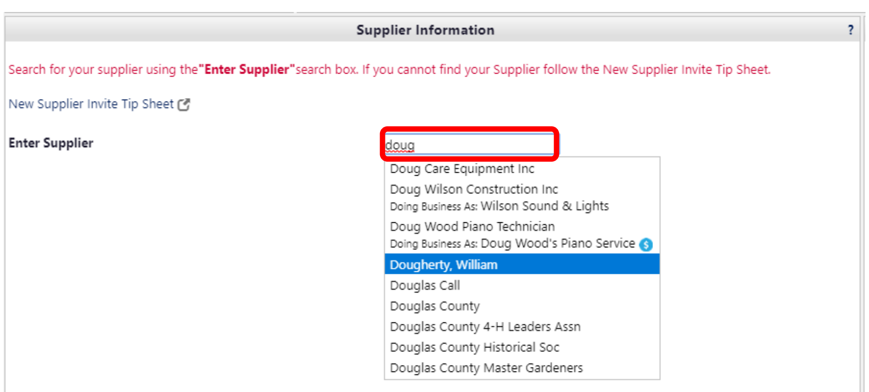
Prior to beginning a Payment Request, ensure your active cart is empty. Purchase Requests follow a different workflow path and cannot be mixed with other types of orders (e.g. Purchase Requests, Punchout items, Hosted Catalog items).

Creating a Payment Request

1. Under the Forms section in the Shopping Showcase, select the **Payment Request** icon.



2. The Payment Request form will open. In the **Supplier Information** section, begin typing the name of the supplier in the **Enter Supplier** box. As you begin typing, a list of active suppliers will appear underneath the search bar. Select the supplier to add them to the form.



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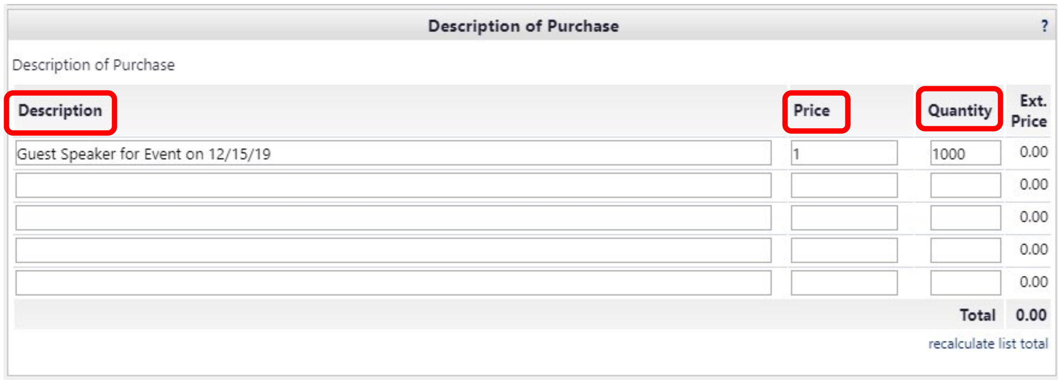
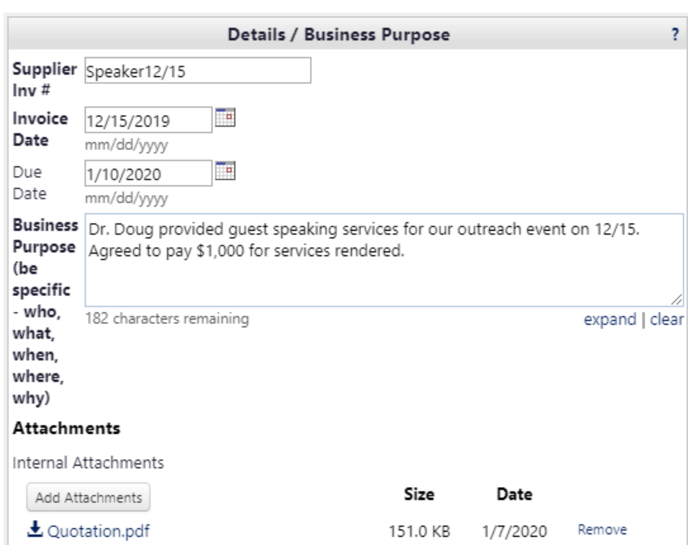
3. After the supplier has been selected navigate to the **Description of Purchase** section. This is where you will enter the line items for the payment request.



4. Once the line items have been entered, you can then move on to the **Details/Business Purpose** section. The following sections are required:
   - ❖ **Supplier Inv # -** This is the invoice number that will be used. Please note this field is limited to 15 characters.
   - ❖ **Invoice Date -** Typically the date the service will be performed.
   - ❖ **Business Purpose -** The who/what/when/where/why of the service being performed.
   - ❖ **Optional Fields**
     - **Due Date –** This is the date the request will pay. If payment is needed by a certain date, that can be entered in this box.
     - **Attachments –** If you need to attach any documents for backup, this can be done by selecting the **Add Attachments** button.



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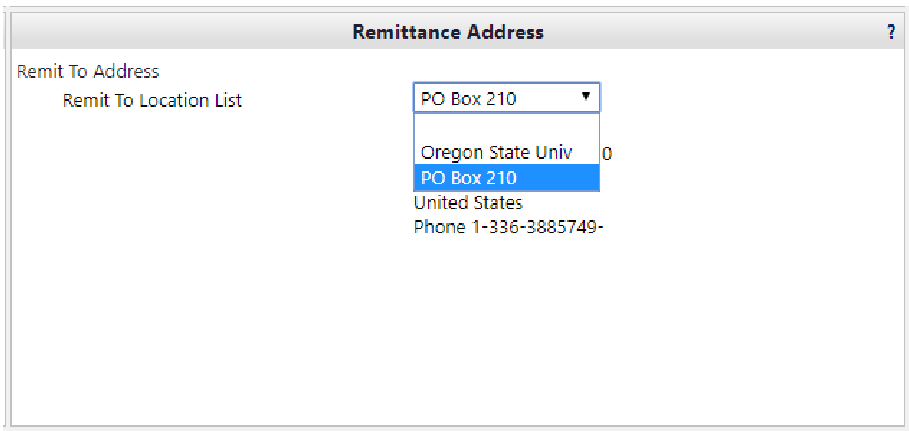
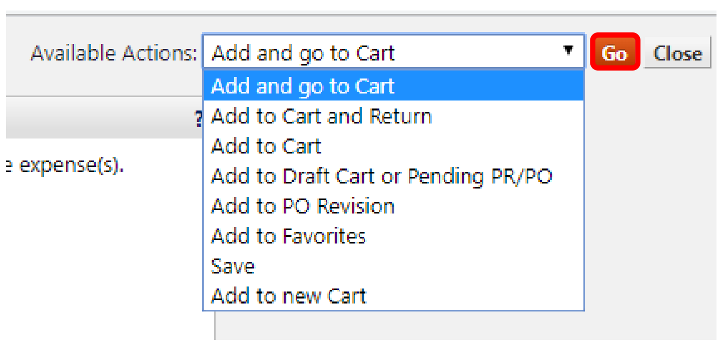
5. After you have completed the **Details/Business Purpose** section, navigate to the **Remittance Address** section to ensure the information is correct. Please note that if the supplier does not have direct deposit, the **Remittance Address** selected is where the check will be sent.
   - ❖ If the supplier has multiple Remittance Addresses, you can select the correct one by clicking the drop down menu and then choosing the correct address.



6. After the form has been filled out, navigate back to the top of the form, select **Add and go to cart** from the **Available Actions** menu. Click **Go.**



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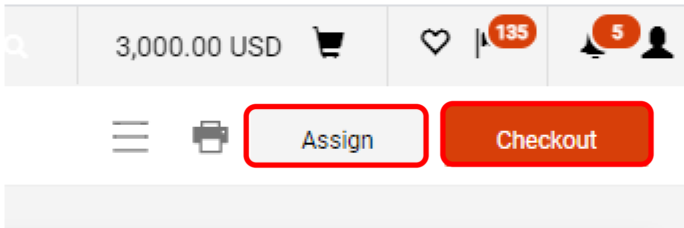
7. After selecting **Go** you will be directed to the **Shopping Cart** page. Review your line item(s) to make sure they are correct. From there, in the upper right hand corner, select the **Assign** button to assign your cart to a Requestor, or **Checkout** to complete the checkout process.



❖ For a step-by-step walkthrough of the checkout process, please see the Checkout Process tip sheet.

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